

MAXIMIZE YOUR BUSINESS
POTENTIAL WITH OUR

HR MANAGEMENT SOLUTIONS

HR Management Services For
Small and Midsized Business Leaders



HOPKINS
A PEOPLEWORKPLACES COMPANY



COMPREHENSIVE HR SOLUTIONS | INCREASED RESOURCES | COMPLIANCE EFFICIENCY



We have a dedicated team of professionals with diverse backgrounds at The Hopkins Group. Our HR professionals are trained, tenured and certified. All of our consultants have years of experience working with executive leaders and top industry professionals.

By partnering with us, you are able to leverage the knowledge and expertise of our HR professional to help you implement the right HR solutions for your growing business.

CUSTOMIZED SOLUTIONS TO HELP MANAGE PEOPLE, PROCESSES, AND SYSTEMS

HR SOLUTIONS

- ▼ Employee Handbook
- ▼ Employee & Management Training
- ▼ Performance Management Tools
- ▼ Custom Policies & Procedures
- ▼ HR Reports & Benchmark Data
- ▼ HR Technology Solutions
- ▼ HR Payroll Services
- ▼ Compensation & Benefit Services
- ▼ Job Description Development
- ▼ State & Federal Laws Updates

OUR E-BUSINESS SOLUTIONS

Our e-business solutions provide small businesses with affordable and accessible resources to aid them in sustaining a productive and legally compliant work environment:

- ▼ Accessible online training
- ▼ Online course library (Health & Safety, Employment Law, Ethics & Compliance, Cybersecurity and Business Skills).
- ▼ HCM technology for managers to manage and view employee data.
- ▼ On-The-Go mobile applications

HELP DESK SOLUTIONS

Our HR help desk serves as a back office for your business. Our HR advisors serve as your strategic partner assisting you with real-time HR matters as they arise. Our HR experts can support businesses with addressing employee concerns, answering basic HR questions, online training, workplace productivity tools, such as job description templates, HR forms, management resources and more. Our on-demand service coupled with our knowledge management center and business insights is a cost effective solution for businesses needing additional HR resources.



CONSULTING SERVICES OFFERED

PROFESSIONAL

- ▼ HR Advisory Services
- ▼ Employee Development
- ▼ Recruitment
- ▼ Project Management
- ▼ Risk Management
- ▼ HR Communications

EDUCATIONAL

- ▼ Corporate Trainer
- ▼ Knowledge Center
- ▼ Webinars
- ▼ Business Insights
- ▼ Workflow Processes
- ▼ News, Alerts and Updates

HOW YOU BENEFIT

1 WE SAVE YOU TIME

- ▼ We handle daily HR responsibilities and tasks
- ▼ We help with special projects (ex. handbooks, job descriptions, hiring)

2 YOU HAVE ACCESS TO A CERTIFIED HR ADVISOR

- ▼ We do the heavy lifting
- ▼ We work with your senior leadership team on HR strategy
- ▼ We help you manage your business's daily HR operations to remain compliant

3 WE HELP WITH EMPLOYMENT LAWS & REGULATIONS

- ▼ We can help you stay abreast of the latest employment laws
- ▼ We share news and updated alerts with our clients
- ▼ We can provide guidance on compliance with employment laws and regulations

4 YOU CAN FOCUS ON GROWING YOUR BUSINESS

- ▼ Our senior professionals help you implement sound HR strategies and practices that help you stay competitive and profitable
- ▼ You spend less time managing employee relation issues and more time on initiatives that increase your bottom line

75%
RETAINMENT



75% of employees stay at businesses that listen to their concerns

70%
INCREASE



Quality of hires increases by 70% when businesses invest in engaging candidate experiences

We offer leaders of small and emerging businesses an easy, affordable one stop HR advisory service to help you manage your **people, processes and systems.**

PROVIDING A TOTAL END TO END HR SOLUTION

WE LISTEN TO YOU

We learn about your unique situation.

WE DEVELOP A SOLUTION THAT WORKS FOR YOU

We assess to identify any gaps and tailor a plan that is specific to your business..

WE GROW WITH YOU

We work as an extension of your team, and evolve with you as you grow



WHO BENEFITS FROM OUR HR CONSULTING SERVICES?

Businesses that need strategic management or executive support.

Businesses that need updates on HR policies and changing employment laws.

Businesses that need interim HR support during a position gap, leave or help with an employee investigation, HR audit or special project.

Businesses with small to mid-sized teams.

Businesses that need a safe place for employees to discuss and file complaints.

Businesses with limited HR budgets, but still need access to HR resources.

Businesses with daily HR challenges, high turnover, workplace safety issues, employee complaints and trouble managing diverse teams or inexperienced managers.

Businesses with no HR expertise onsite.



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